

Class Concept:

This is administrative work in the review and evaluation of appraisals of property in the acquisition of highway right of way. Positions are responsible for reviewing all appraisal reports within a geographical area of the state and evaluating the completeness, accuracy and consistency of appraisals. Duties include assisting management in the evaluation of fee appraiser applications and periodically analyzing and rating fee appraisers as to quality of work, promptness of delivery, and conformity of reports to departmental and appraisal contract standards. Work is guided by federal and state laws, agency policies and procedures and is performed under the general supervision of the area right of way appraiser.

Position reviews and evaluates appraisal reports to ascertain if they conform to departmental and appraisal contract requirements and standards. Reviews appraisal reports to ascertain that they do not include compensation for non-compensable items and includes considerations for all compensable items, and conform to acceptable professional contemporary appraisal practices and techniques. Inspects subject property and viewing the comparable sales and other market indices referred to in the appraisals as well as the subject neighborhood. Reviews appraisals in totality against all available information; Evaluates and makes recommendations concerning acceptability of fee appraiser applications. Periodically analyzes and rates fee appraiser performance and makes recommendations to Management. Performs related duties as required.

Recruitment Standard:

Knowledge, Skills, and Abilities:

- Thorough knowledge of the various methods of real estate appraisals.
- Thorough knowledge of departmental policies and procedures.
- Considerable knowledge of public record systems in various counties.
- Ability to read and understand deeds and other instruments of real estate conveyance.
- Ability to read and understand plans.
- Ability to make accurate estimates of project costs.
- Ability to establish and maintain effective working relationships with other employees and the general public.

Minimum Education and Experience:

Bachelor's degree from an appropriately accredited institution with a degree in Business, Economics, Real Estate or related field (i.e., Civil or Structural Engineering, Architecture) from an appropriated accredited institution and four years of experience in right of way or real estate appraisal work; or

High school or General Educational Development (GED) diploma and eight years of experience in right of way or real estate appraisal work, including four years in right of way work; or an equivalent combination of education and experience.

Necessary Special Qualifications:

Certification as a N. C. State General or General/Residential Real Estate Appraiser.